

# City of Sedona

## General ADU Information and Check List

Attached is the application for an Accessory Dwelling Unit (ADU) permit. It is used to apply for an ADU in a residential district on a single family lot in the following zoning districts RS-5A, RS-70, RS-36, RS-35, RS-18a, RS-18b, RS-12, RS-10a, RS-10b, RS-6, RMH-12, RMH-10, and RMH-6.

ADUs require full compliance with the conditions of the ADU ordinance as set forth in the Sedona Land Development Code as well as all applicable building safety codes.

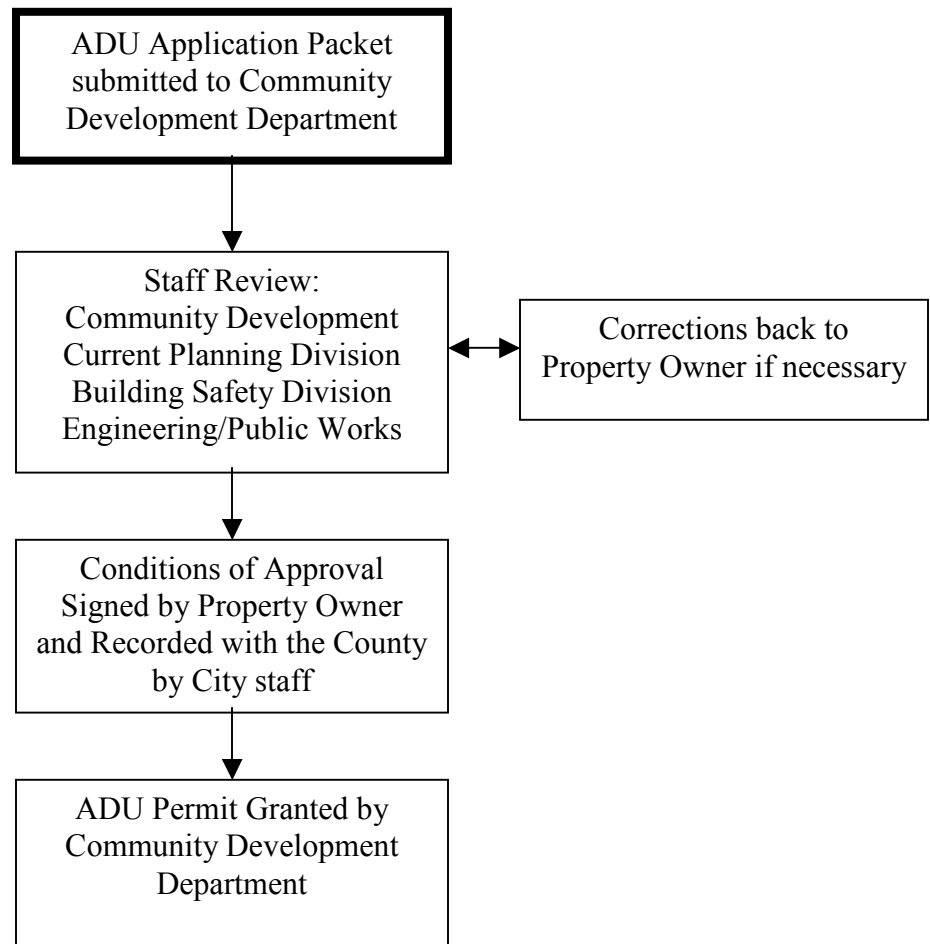
**IMPORTANT NOTE: Neighborhood covenants may apply that restrict your ability to construct an ADU. The issuance of a City of Sedona ADU permit does not eliminate the responsibility of the property owner to comply with applicable covenant restrictions. It is the responsibility of the property owner to determine if there are any covenants that may apply to and/or restrict an ADU. It is highly recommended that you contact your homeowner association before pursuing an ADU permit with the City. The City is not liable for any action that is in contradiction to applicable neighborhood covenants.**

The following are general steps to expect in making your application:

1. Complete the ADU application packet
2. Attach a site plan showing (see ordinance for full list of requirements):
  - Parcel identification
  - Existing zoning and all uses adjacent to property
  - Lot size and lot coverage
  - Building configurations and heights
  - Front, rear and side setbacks
  - Show all easements
  - Location of proposed ADU, entrance and outdoor space
  - Square footage of ADU
  - Location of primary home and garage
  - Square footage of primary home and garage (separated)
  - Landscape areas and screening (if applicable)
3. Attach a parking plan delineating parking space(s) for ADU and primary home.
4. If the proposed ADU is proposed to be inside an existing dwelling or attached to an existing dwelling, include photos of the existing dwelling and building elevations of the proposed ADU.
5. Submit the completed ADU application packet to the Community Development Department.

6. Once the above items are completed and submitted, Community Development, Engineering and Building Safety staff members will review the plans and contact you with any questions or comments. Staff may conduct a site visit as part of the approval process. (see diagram below of ADU Review Process)
7. When staff review is complete and all conditions are met, Community Development staff will notify you that the ADU permit is ready to pick up.

**Outline of ADU Review Process:**



# Accessory Dwelling Unit Permit

## Application Check List

An ADU permit can only be granted after all conditions for an ADU are met. Please reference Section 918 of the Sedona Land Development Code for the specific requirements and more information.

- **Development on lot.** A single-family dwelling must exist as a primary dwelling unit on the lot or be constructed in conjunction with the ADU.
- **Conformance to building and development standards.** An ADU must meet the same building and development standards required for the primary dwelling unit except as otherwise noted in Section 918 of the Land Development Code.
- **Covenants, conditions and restrictions (CC&Rs).** If the property is located in an area with a homeowners association, it is the responsibility of the property owner to check the CC&Rs to determine if an ADU is allowed and if so, what additional restrictions may apply.
- **Fire Protection Requirements.** Prior to issuing an ADU building permit, the Sedona Fire District, District Fire Marshal will review the application for fire code compliance. ADU occupancy may be required to be fire protected through the installation of an approved automatic residential fire sprinkler system as required by the adopted fire code, which is based on the 2003 edition of the International Fire Code, as amended and approved by the Arizona State Fire Marshal. Additional fees may apply.
- **Parking.** A parking plan delineating parking spaces for the ADU and primary dwelling unit is required. At least one, but no more than two on-site parking space(s) is required for an ADU. Parking for the ADU is in addition to the required parking for the primary dwelling unit.
- **ADU and primary dwelling unit size and configuration:**  
  
Square footage of primary dwelling unit: \_\_\_\_\_  
Square footage of proposed ADU: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_  
Proposed ADU is:  
☐ new construction ☐ existing structure  
☐ attached to primary dwelling; ☐ detached structure; ☐ located within primary dwelling.
- **Owner Occupancy.** The owner(s) of the property must occupy either the primary dwelling unit or the ADU on a full-time basis. Full-time occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration or similar means and actually resides at the site more than six months out of any given year.
- **Mobile homes, trailers, and recreational vehicles cannot be used for detached ADUs.** ADUs may be attached to a mobile home or created within a mobile home provided all code requirements are met.

- **Conditions of Approval Agreement.** Before issuing an ADU permit, the property owner shall sign conditions of approval agreement including declaration of restrictions.
- **Site Plan.** A completed site plan including but not limited to: ADU location, setbacks, parking, square footage, percent of lot coverage, entrance location(s), and any other information necessary to review and evaluate an ADU application.
- **Design.** To preserve the appearance of the single family dwelling, ADUs shall be compatible with the design of the primary dwelling unit by use of similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch and colors. Photos of the primary dwelling shall be provided along with proposed elevations (front and side view sketches).
- **Property Infrastructure.** Utilities on a property may not be sized adequately to handle an additional dwelling unit. It is highly recommended that a property owner check with the various utility agencies (natural gas, electricity, water, sewer) to better understand utility requirements and options. Calculations will be required to show that the existing electrical service, gas service and water supply can handle the additional load. Also, if not on the City's sewer system, County approval will be necessary to show that the existing septic system can handle the additional load. For those properties on the City's sewer system using ejector pumps, larger capacity pumps and piping may be required depending on the manufacturers ratings.